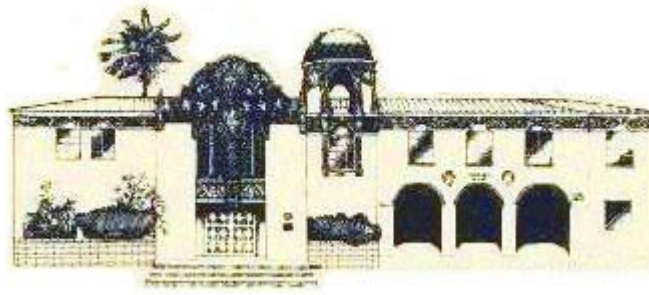


**List of job announcement(s):**

	<b>Position Title</b>	<b>Job No.</b>
1	Public Information Officer (EXEMPT)	1397
2	Part Time Receptionist (NON-EXEMPT)	1361
3	A/C Technician (NON-EXEMPT)	13103
4	Jailer (NON-EXEMPT)	13104



## CITY OF WESLACO

### JOB OPPORTUNITIES

**Applications are being accepted for the following positions:**

**For application instructions Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

Click on the Human Resource link - Job Opportunities to download a copy of the application.

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## JOB ANNOUNCEMENT

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<b>Position Title:</b> <b>Public Information Officer</b> <b>(EXEMPT)</b>	<b>EEOC Occupation Classification:</b> <b>Officials and Managers</b>	<b>City Manager</b> <b>Job No. 1397</b>	<b>Salary Range:</b> <b>*D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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#### **JOB SUMMARY:**

The Public Information Officer is responsible for the City's public relations through print and electronic media as well as Public Education and Government televised access channel; facilitates public information requests and lawful responses. The employee is required to perform all similar or related duties.

#### **REPORTING RELATIONSHIP:**

Reports to City Manager

**Special Requirements:** A valid Texas Drivers License if required. Marketing experience preferred. Must be a member and actively involved of at least one (1) professional association that applies to job duties.

**Qualifications:** Requires a Bachelors degree in Public Relations, Public Administration, and/or related field and two to three (2-3) years experience in responsible public relations positions; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must have excellent writing and oral communication skills; broadcast experience and Spanish proficiency preferred. Ability to collaborate with the general public, city staff, news media, other governmental agencies in a professional, courteous and tactful manner. Must be skillful team player with a willingness to examine new ways of organizational effectiveness.

### **COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

#### **For More Information Contact:**

City of Weslaco  
Human Resources Department  
255 S. Kansas Avenue  
Weslaco, TX 78596

#### **Or Call:**

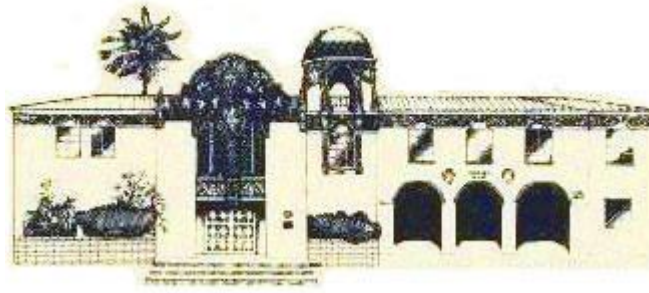
(956) 968-3181

**Or Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

Email: [hro@weslacotx.gov](mailto:hro@weslacotx.gov)

**\*Depending on Experience**

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## JOB ANNOUNCEMENT

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<b>Position Title:</b> <b>Part-Time Receptionist</b> (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> <b>Administrative Support Workers</b>	<b>City Secretary's Department</b> <b>Job No. 1361</b>	<b>Salary Range:</b> <b>\$8.00</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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**JOB SUMMARY:**

Employee will answer a multi-line telephone and channels the calls to the appropriate person or department. Greets the public and directs them to the appropriate offices in a courteous and professional manner, comfortably in both English and Spanish. Places calls for various city personnel. Assists in providing information to departments by telephone or in person. Routes all incoming mail and prepares outgoing mail to the office. Maintains a schedule for reservations of the City Commission Chambers. Employee is required to perform all similar or related duties.

**REPORTING RELATIONSHIP:**

Reports to City Secretary

**Qualifications:** Must have a High School Diploma or equivalent with one (1) year work experience and any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Position requires a valid Driver's License and Spanish fluency.

**For More Information Contact:**

City of Weslaco  
Human Resources Department  
255 S. Kansas Avenue  
Weslaco, TX 78596

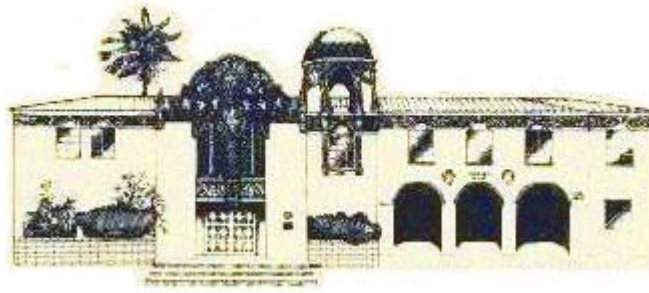
**Or Call:**

(956) 968-3181

**Or Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

Email: [hro@weslacotx.gov](mailto:hro@weslacotx.gov)

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## CITY OF WESLACO

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## JOB ANNOUNCEMENT

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<b>Position Title:</b> <b>AC Technician</b> (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> <b>Craft Workers</b>	<b>Public Facilities</b> <b>Job No. 13103</b>	<b>Salary Range:</b> <b>*D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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#### **JOB SUMMARY:**

Employee is responsible for checking and installing different kind of air conditioning units & heating systems. Trouble shoots air conditioning problems at City-owned buildings and facilities. Performs a range of manual labor including the digging of trenches, pouring of concrete, painting buildings and move furniture and appliances from different establishments. Employee is required to be on-call to respond to emergency situations. Attends training sessions as required to maintain abreast of updates or changes in occupational safety requirements. Performs other job related tasks as required and/or assigned. Continuously works outdoors in all types of weather.

#### **REPORTING RELATIONSHIP:**

Reports to Supervisor

**Special Requirements:** Must have an A/C Technician Certification and a valid Motor Vehicle operator's license.

**Qualifications:** Position requires a High School Diploma or equivalent and a minimum of five (5) years of experience in air conditioning; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

#### **COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

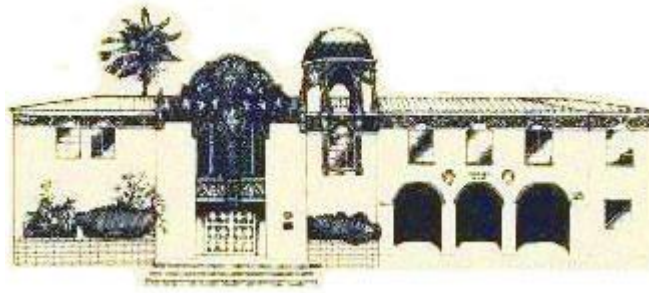
#### **For More Information Contact:**

City of Weslaco  
Human Resources Department  
255 S. Kansas Avenue  
Weslaco, TX 78596

#### **Or Call:**

(956) 968-3181

**\*Depending on Experience**



## CITY OF WESLACO

### JOB OPPORTUNITIES

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## JOB ANNOUNCEMENT

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<b>Position Title:</b> <b>Jailer</b> <b>(NON-EXEMPT)</b>	<b>EEOC Occupation</b> <b>Classification:</b> <b>Service Workers</b>	<b>Police Department</b> <b>Job No. 13104</b>	<b>Salary Range:</b> <b>\$10.88 hour</b>	<b>Deadline:</b> <b>Dec. 31, 2013</b>
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**JOB SUMMARY:** Responsible for physical intake, detention and release of prisoners. Responsible for inputting correct reports, records and other paperwork involved with jail operations into police database system. Arranges for and supervises visitation of prisoners. Arranges for feeding of prisoners. Responsible for security and cleanliness of jail facilities. Makes frequent and regular inspections and evaluations of structural and functional conditions of all jail facilities. Performs any other duties necessary in order to provide a safe, sanitary and humane environment as possible for inmates. Must be computer literate. Performs other job related duties as necessary.

**REPORTING RELATIONSHIP:**

Reports to Officer-In-Charge

**Qualifications:** A High School Diploma or equivalent is required and one to three (1-3) years experience in a law enforcement agency or jail facility or a jailer certificate by the Texas Commission on Law Enforcement Officers Standards and Education; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must have some knowledge of mechanics of arrest and have the ability to execute basic self-defense and restraint techniques. Must have a valid Texas Driver's License.

### COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

**For More Information Contact:**

City of Weslaco  
Human Resources Department  
255 S. Kansas Avenue  
Weslaco, TX 78596

**Or Call:**

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